

3 January 1967

MEMORANDUM FOR: [REDACTED] Chief, Plans and Review Staff

25X1A9a

SUBJECT : What should be done to completely rap up the Retirement Study for the present time

1. There is a need to determine for the next decade, and especially for the years of 1968-1973, what part of the total personnel losses will be due to all types of retirements in the Agency.
2. In order to accomplish the above goal, the following information should be developed as accurately and quickly as possible.
 - a. The number of candidates eligible for all retirement systems, both CIA and CSC should be defined.
 - b. The number of employees who will be forced to retire under the Agency policy of involuntary retirement at age 60 or 62 should be listed out.
 - c. The number of employees who will opt to retire voluntarily before reaching the mandatory age of 60 or 62 should be defined as accurately as possible.
 - d. The number of disability retirements should be predicted with as much exactness as can be attained in relation to the future Agency retirement picture.
 - e. The number of retirements that will be due to discontinued service should be defined if feasible.
 - f. The number of deaths that will occur during the study period should be defined as closely as such things can be foreseen.
3. Some work has already been done in an attempt to research out the above data. There will be a computer run available on 11 January 1967 which will provide the information needed in subparagraphs a through c. The Retirement Branch has the information necessary, in rough and raw form, to complete the data needed in subparagraphs d through f.

GROUP 1
Excluded from automatic
downgrading and
declassification

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for the present time

25X1A9a 4. The machine run that is being done will be an annual run. It was
set up in conjunction with [REDACTED]
and myself for the express purpose of forecasting retirements in the Agency
for the future.

5. It is hoped by the middle of February or at the latest early March
to complete the study.

SIGNED

[REDACTED]
Career Trainee
Plans and Review Staff
Office of Personnel

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25X1A9a OP/PRS: [REDACTED] kls (3 January 1967)

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